Case Disposition for Civil Proceedings

Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Quarterly Caseload Report**, therefore it is important that cases are disposed and entered correctly and in a timely fashion. All disposable parties for a case must be disposed in order for the case to be adjudicated.

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them. Listed on pages 4.1 - 4.6 are four options to take you to the **Edit Event** screen to create events. Determine the process that is the easiest and most efficient for you.

Option #1 ~ Event Add by Case Number

Step #1

From any screen enter **AEV (Add Event)** at the next line, as well as the case number, then press **<ENTER>**.

Step #2

This will return you to the **Edit Event** screen to proceed with case disposition.

Option #2 ~ Event Add by Case Number

```
MITTSJ37   UCC3DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                                    6/30/03
                           MAIN MENU
Next: EVT   Case: 2003 0300053501  Court: F 37  13

ADR - ADR Menu
CMM - Case Management Menu
FIN - Financial Maintenance Menu
FIR - Financial Reports Menu
INT - Intake Menu
MAT - Maintenance Menu
REP - Report Menu
SET - Set-up Court Files
SYS - System Maintenance Menu




   F3=Exit   F10=Name   F13=Cmds   F16=Calc
```

Step #1

From any screen enter **EVT (Case Events)** at the next line, as well as the case number, then press **<ENTER>**.

Step #2

This will return you to the **Work with Events** screen for that case number. Select **<F6>** to create

```
MITTSJ37    UCFZDFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                               Work with Events                       6/30/03
Next: ____   Case: 2003 0300053501  Court: F 37  13
               DL RANDY RODMAN                              Open
       Attorneys: ALLEN
REED          Filed:  4/01/2003 Disposed:          Reopened:

Type options, press Enter.
2=Change 4=Delete 5=Display  F=Form  M=Monetary  P=Program/Results  S=Sentence

Date: _____
                     Evt#  Event Cnt Pty    Attny  Jurist    Receipt      Amount
_      4/15/2003      5   NOH        JUV   1       27878                     .00

       Nxt: PRH    5/05/2003   2:00 P Rm#: 132
_      4/15/2003      4   NOH        JUV   1       27878                     .00

       Nxt: PRH    5/05/2003   2:00 P Rm#: 132
_      4/01/2003      3   PET        JUV   1       27878                     .00
                                                                              +

   F3=Exit   F6=Create   F10=Name   F13=Cmds   F16=Calc   F17=Top F18=Bottom F21=Print
```

Step #3

This will return you to the **Edit Event** screen to proceed with case disposition.

```
MITTSJ37   UCIXE1K                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                           Edit Event                               6/30/03

Crt: F 37  13             Bond:        Auth:            Open
Case: 2003 0300053501 DL    GKR     RANDY RODMAN
Atty: ALLEN                 Worker: BURCH       CVA
File:  4/01/2003  Dispose:       Reopen:             Close:

Evt: ____   Dte:  6/30/2003  Plea: ____   Dsp: ____   Pgm/Rslt: ___ _  Monetary: _
Pty: JUV   1     Cnt: __    Attny: _____   Jur: _ _____   Due Dte: _____
Cmt: _____
Form: ___ _____   Register: _____   Receipt: _____   Amount: _____

Legal Status: ____    Curfew Time: Weekday: _____ _  /Weekend: _____ _
Placement: Type: ___ Custody: N Begin: _____   End: _____
Facility: _____  Spec Rate: _____  Pty: ___ ___   No Charge: _

Schedule Next Action:
Next: _____ Date: _____  Time: _____ _   Jur: _ _____        Ctrm: ____
  Cmt: _____
       _____

   F3=Exit   F10=Name   F13=Cmds   F14=More Comments   F16=Calc   F20=Bonds
```
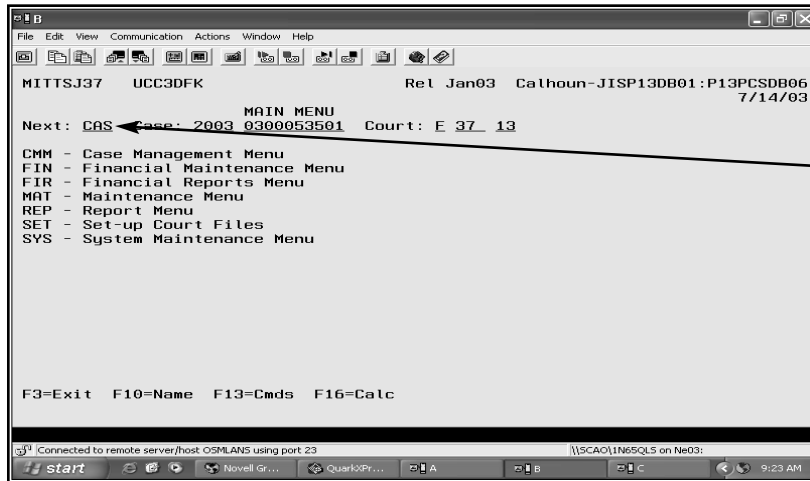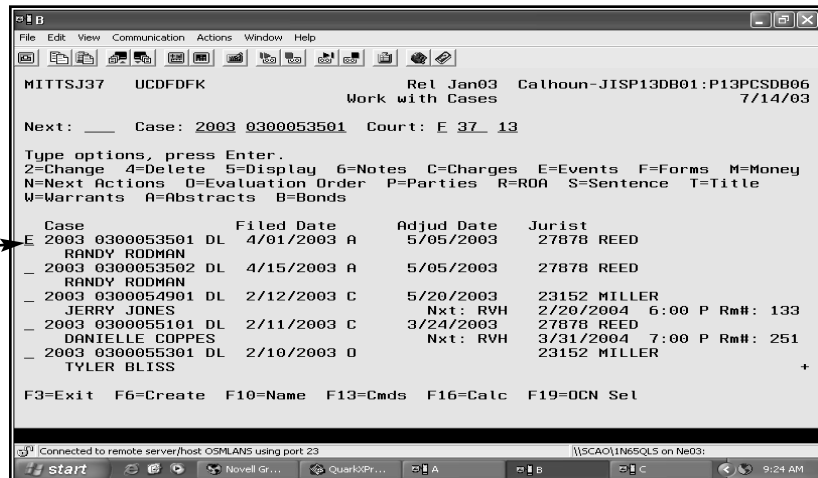
Option #3 ~ Event Add by Case Number

Step #1

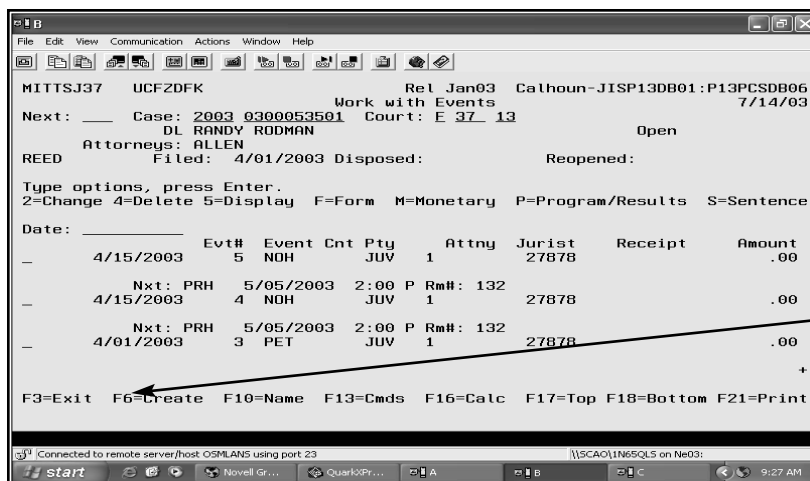From any screen enter **CAS (Work with Cases)** at the next line, as well as the case number, then press

Step #2

This will return you to the **Work with Cases** screen for that case number. Enter an **"E" (events)** next to the case number and press the **<ENTER>** key.

Step #3

This will return you to the **Work with Events** screen for the case number you selected. Select **<F6>** to create.

Option #3 ~ Event Add by Case Number continued

```
B                                                                  _ □ ×
File  Edit  View  Communication  Actions  Window  Help
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 MITTSJ37    UCIXE1K                    Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                        Edit Event                       7/14/03

 Crt: F 37  13                    Bond:          Auth:              Open
 Case: 2003 0300053501 DL   GKR      RANDY RODMAN
 Atty: ALLEN                      Worker: BURCH        CVA
 File:  4/01/2003  Dispose:          Reopen:              Close:

 Evt: ____   Dte: _7/01/2003_ Plea: ____   Dsp: ____   Pgm/Rslt: ___ _ Monetary: _
 Pty: JUV __1_    Cnt: __     Attny: _____    Jur: _ _____    Due Dte: _____
 Cmt: _____
 Form: ___ _____   Register: _____   Receipt: _____   Amount: _____

 Legal Status: ___    Curfew Time: Weekday: _____ _ /Weekend: _____ _
 Placement: Type: ___ Custody: N Begin: _____  End: _____
 Facility: _____ Spec Rate: _____   Pty: ___ ___  No Charge: _

 Schedule Next Action:
 Next: ____ Date: _____  Time: _____ _   Jur: _ _____        Ctrm: ____
  Cmt: _____


 F3=Exit  F10=Name  F13=Cmds  F14=More Comments  F16=Calc  F20=Bonds


 ⌨ Connected to remote server/host OSMLANS using port 23           \\SCAO\1N65QLS on Ne03:
 start   ▤ ▣ ◉   Novell Gr... │ QuarkXPr... │ ▤ A      │ ▤ B      │ ▤ C      ◀ ◉ 9:31 AM
```

Step #4

This will return you to the
Edit Event screen to proceed
with case disposition.

Option #4 ~ Event Add by Name

Step #1

Enter **NAM (Work with Name)** at your Next line and press **<ENTER>**. You will be returned to the **Work with Names** screen

Step #2

Enter the Lastname,firstinitial and press the **<ENTER>** key.

Step #3

Enter a "C" for cases next to the name to view all cases for this name and press the **<ENTER>** key. You will be returned to the **Work with Cases for** screen

Option #4 ~ Event Add by Name, continued

Step #4

Select the case you want to add the event to by entering a "E" for events next to the case number and press the **<ENTER>** key.

Step #5

This will return you to the **Work with Events** screen for that case number. Select **<F6>** to create

Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.

Case Disposition ~ Same Disposition for each Party

Step #1

From the **Edit Event** screen, enter the event type of the hearing or document that disposed the case.

Step #2

If you do not know the code, then **<F4>** ~~prompt, type the~~ description of the event and press **<ENTER>**. Then select the event by placing a **"1"** next to the description and press **<ENTER>**.

Step #3

Enter the date in MMDDCCYY format

Case Disposition ~ Same Disposition for each party, continued

Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

If you do not know the code, you may **<F4>** prompt at the **DSP** field, enter a **"1"** next to the appropriate code and press the **<ENTER>** key.

Step #6

Continue entering in any other information regarding this event, including program/results, comments and/or next action information. When you have completed the data entry for this event, press the **<ENTER>** key.

Step #7

The Disposable Party's on Case screen will display. To dispose all charges with the same disposition select **<Shift F6>** (F18).

Step #8

The Edit Event screen will be returned.

Please Note: The case has now changed from Open status to Adjudicated (Adju) and the dispose field displays the date of the event.

Step #9

Press the **<F3>** key and you will be returned to the **Work with Events** screen.

Step #10

<F3> will return you to the **Work with Events** screen.

Please Note: One event has been created for the disposition of all parties. (No specific party number displayed)

Step #11

<F3> again to return to the **Work with Cases for** screen.

Please Note: The status has changed from **"O"** for open to **"A"** for Adjudicated.

Step #12

"P" next to the case at the Work with Cases for screen will display the Parties.

Please Note: A disposition and the event in which the disposition was entered is now displayed for each disposable party.

Case Disposition ~ Mult Event
Different Disposition for Each Party

A case may have multiple disposable parties that require different dispositions. The court may choose to create an event separately for each party or create what TCS calls a Mult (multiple) event.

CHECK: To make sure this is the correct case number

Step #1

From the **Edit Event** screen, enter the event type of the hearing or document that disposed the case.

Step #2

If you do not know the code, then **<F4>** prompt, type the description of the event and press **<ENTER>**. Then select the event by placing a **"1"** next to the description and press **<ENTER>**.

Step #3

Enter the date in MMDDCCYY format

continued ⟶

Mult Event ~ Different Party Dispositions, continued

Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

If you do not know the code, you may **<F4>** prompt at the **DSP** field, enter a **"1"** next to the appropriate code and press the **<ENTER>** key.

Step #6

At the **PTY** (party field) **<F4>** prompt. The Select Parties for Event screen will appear.

Mult Event ~ Different Party Dispositions, continued

Step #7

Select the charges you are disposing by entering a **"1"** next to each charge (even if there are different charge dispositions for each party) then press the **<ENTER>** key. You will be returned to the **Edit Event** screen

Step #8

Please Note: The party field is at **"D 1"**. Continue entering any event information, next action, etc. Once you have entered all information, press **<ENTER>**.

Step #9

You will again be returned to the Edit Event screen, however, the party field is now **"D 2"**

Mult Event ~ Different Charge Dispositions, continued

Step #10

Change the disposition for Party **D 2** to the correct disposing code, other fields may also be changed when creating a mult event.
When complete press **<ENTER>**.
The Edit Event screen will continue to appear for each party that was selected.
Enter the proper disposition for each one then press **<ENTER>**.

Step #11

When the mult event (each party) has been completed the **Edit Event** screen will be returned.

Please Note: The case status has changed from **Open** to **Adju**.

Step #12

<F3> will return you to the **Work with Events** Screen.

Please Note: An event has been created for each party on the case.